

CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY

915 CAPITOL MALL, SUITE 590
SACRAMENTO, CA 95814
TELEPHONE: (916) 653-2799
TELECOPIER: (916) 654-5362

**MEMBERS:**

Philip Angelides, Chairman
State Treasurer

Steve Westly
State Controller

Tom Campbell, Director
Department of Finance

Harry Bistrin
Judith N. Frank
Christopher Hammond
Theodore N. Hariton, M.D.

EXECUTIVE DIRECTOR:
Sandra Simpson-Fontaine

JOB OPPORTUNITY BULLETIN

Class: **Treasury Program Manager I**
Tenure: **Permanent**
Time Base: **Full-Time**
Salary: **\$4,746 - \$5,726**

Under the general direction of the Deputy Executive Director and the Treasury Program Manager II, this position acts as the administrator of the Children's Hospital Program, which includes the following duties:

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Administer the development, implementation, and operation of the Program; develop and amend Program regulations; present regulations to the Office of Administrative Law for approval; act as liaison between the Authority and eligible hospitals; develop Program criteria to be applied to applications for funding; develop site visit standards; develop various forms including the grant application, grant award agreement, funding request forms, site visit checklist, and various certification forms, develop policy and procedural process that would better serve the Authority's clientele.
- Coordinate the review and recommend approval of the applications received; negotiate any issues with the eligible hospitals; notify applicants of the Authority's decision on their respective application; coordinate and perform site visits, compare the project progress to the approved project timeline, confirm completion of the project. Review and approve funding request during the life of the project and for each phase of the project. Review documents from local government to ensure compliance with local laws and acquisition of appropriate certificates.
- Coordinate financing activities between the Authority and the Financing Committee at the State Treasurer's Office (STO), Pooled Money Investment Board (PMIB), the State Controller's Office (SCO), and the grant recipient; represent the Authority at PMIB public hearings to request a loan; represent the Authority at Finance Committee meetings to request the issuance of general obligation bonds to fund approved grants; notify the Public Finance Division at the STO that a PMIB loan has been obtained; calculate and allocate the cost of and interest on the PMIB loans and the general obligation bonds to all grant recipients as a portion of the cost allocation.
- Establish and monitor a database that tracks grant funds by grant recipient, project, fund type, and the program as a whole, adjust grant funds for the cost of issuance and administrative costs; establish and monitor various standard and special reports; obtain documentation of receipt of other funding as necessary; present projections of funds necessary to complete phases of all active projects to Executive Staff, Authority members, PMIB and the Financing Committee.

- Coordinate special projects including the development of new programs and functions that further the intent of the STO and the Legislature in providing financial assistance to eligible hospitals, recommendations to management on policy and procedure changes to be considered. Also serve as key liaison on the Program for the Authority with eligible hospitals, STO, SCO, bond counsel, Legislature, and numerous public and private entities and individuals.

DESIRABLE QUALIFICATIONS

- Strong financial skills in accounting and auditing.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to handle multiple assignments and critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, and Access).

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Treasury Program Manager I or are interested in a lateral transfer or reinstatement may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "324-002-4221-003" next to the classification on your application/resume, i.e. Treasury Program Manager I, [CHFFA](#) (324-002-4221-003)

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be prescreened and only the most qualified individuals will be selected for an interview.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100

CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3147 or TDD (916) 654-9922.